

The Reporting Process

2.1 What is an annual report?

An annual report is required to inform stakeholders about the health situation and accounts for the resources used during the year and what has been achieved. It also provides information required for developing district health plans. An annual report looks at issues of quality, equity, cost-effectiveness, efficiency, affordability and sustainability.

2.2 At what levels are they prepared?

Annual reports should be prepared at the health sub-district, district and provincial levels. (*See Figure 1.*) Sub-district reports should be prepared first and these should serve as the basis for district level reports, which will, in turn, provide information for the district health services section of the provincial report. Each annual report will form the basis for the three-year plan for that level. At the provincial level, the plans are also informed by the 10-year service platform plan, provincial policies and five-year goals.

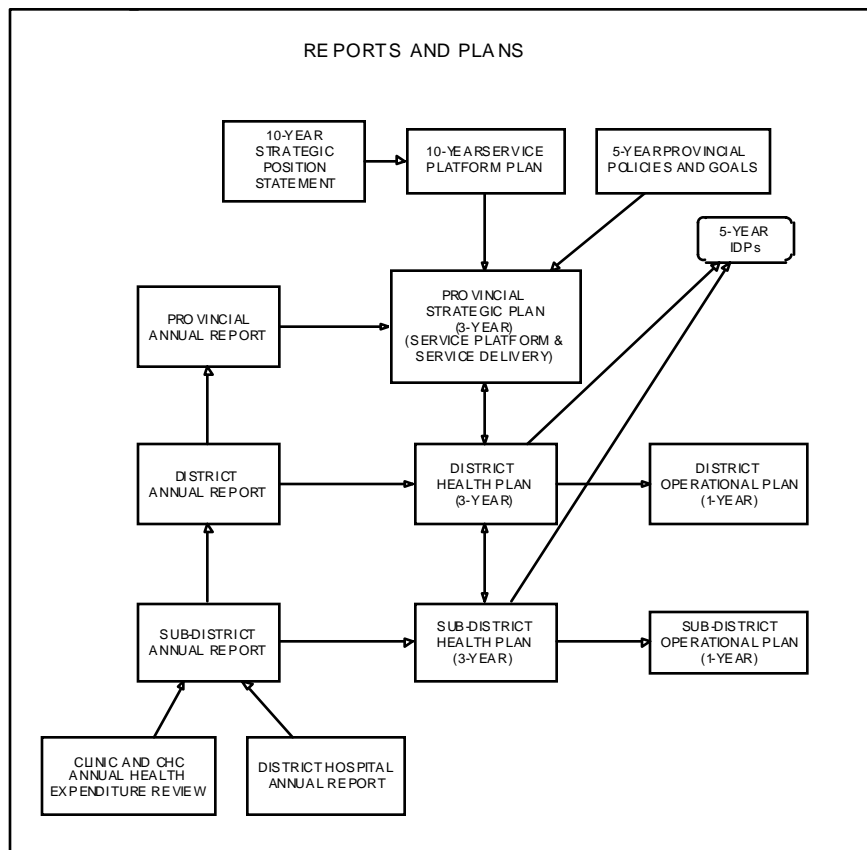


Figure 1. Relationships between annual reports and plans at different levels

Individual hospitals should also prepare annual reports, which feed into the sub-district reports. Health expenditure reviews covering individual clinics and Community Health Centres (CHCs) should be carried out at the sub-district level, and key findings included in the sub-district annual report. The preparation of facility level expenditure reviews, key findings of which go into the sub-district annual reports, is covered under separate District Health Expenditure Review (DHER) Guidelines.

A sub-district report will cover one or more local municipalities (or local areas of a metro council), while a district report will cover a district or metropolitan municipality. The district and sub-district health plans will serve as the basis for integrated development plans (IDPs).

Since the sub-district reports are consolidated to make the district reports, there should no need for the collection of additional data at the district level, except for programmes or resources that are only managed at district level.

2.3 Who should be involved

Annual reports should be prepared by the planning committees described in Part A. Sub-district planning committees should prepare the sub-district reports, which are consolidated into district reports by district planning committees. The role of the district planning committees should be to train, guide, support and supervise lower level committees and to prepare the consolidated reports.

The planning committees should have core working groups comprising key members of the management teams. The core groups will report to the full committees, which should include representatives from the provincial DOH, the municipalities, hospitals, and the communities. The full committee should have senior representatives from finance, health information, district hospitals, primary health care (PHC), key health programmes, and support programmes (pharmacy, transport etc.). The district and sub-district committees should be led by the district and sub-district managers. The committees should report to the governing authorities (e.g., District Health Authorities) and should communicate and liaise with all other stakeholders. Local government should be represented in all committees.

Support to the district planning committees should be provided by the members of the provincial planning committee. This committee should be led by the person in charge of planning who should work closely with the Chief Financial Officer (CFO) and the managers in charge of districts and health services.

2.4 Planning and reporting deadlines

Annual reports serve as the bases for the medium-term health plans; the key findings must, therefore, be ready when planning commences. The financial year covered by the annual report ends on 31 March, and the draft medium-term provincial plan for the three years beginning in the next financial year has to be submitted to Treasury by the end of June. Assuming that April is needed to complete the financial statements and health information system records, May and June should be used to complete draft annual reports and develop medium-term plans. The planning committees will need to dedicate substantial time to these activities during those two months. A proposed timetable for preparing reports and plans is shown in Figure 2. The proposed process starts with the preparation of a draft updated 10-year Service Platform Plan, which will serve as a framework for the allocation of resources among service levels (hospitals, PHC etc.), across districts, and among resources (staff, supplies etc.), and, this, as a basis for the budget projections.

What needs to be produced	By when (2003)	How	Who
Prepare draft updated 10 year Service Platform Plan for distribution of facilities, staff and budgets for equity and effectiveness	31 March	2 day provincial workshop	Provincial Planning Committee
Conduct DHERs (sub-districts) for 2002/03	10 May		Sub-District Planning Committee
Prepare sub-district annual reports for 2002/03 (incorporating key DHER findings)	20 May		Sub-District Planning Committee
Prepare district annual reports for 2002/03	30 May	1 day district workshops	District and Sub-District Planning Committees
Prepare provincial annual report key points for 2002/03	6 June		Provincial Planning Committee
Discuss 2002/03 annual reports and develop provincial mission, vision and values, key strategic health goals, and indicative total allocations and earmarks for 2004/05-2006/07	7 June	1 day provincial workshop	Provincial and District Planning Committees with selected Sub-District Planning Committee representatives
Prepare draft district and sub-district targets and budget allocations for 2004/05-2006/07	14 June		District and Sub-District Planning Committees
Agree district and sub-district targets and allocations for 2004/05-2006/07	15 June	1 day provincial workshop	Provincial and District Planning Committees with selected Sub-District Planning Committee representatives
Prepare proposed district plans and budgets for 2004/05-2006/07	22 June		District task teams
Prepare draft provincial plan and MTEF for 2004/05-2006/07	22 June		Provincial Planning Committee
Submit draft provincial plan and MTEF for 2004/05-2006/07 to Treasury	30 June		Head of Department
Adjust and finalise plans	July 2003 to February 2004		Provincial, District and Sub-District Planning Committees
Submit provincial annual report for 2002/03 to Treasury	31 August		Head of Department
Present final provincial plan for 2004/05-2006/07 to Parliament	March 2004		Member of the Executive Committee, Health

Figure 2. Proposed timetable for preparing Provincial and District Annual Reports and Medium-term Health Plans (using the 2002/03 reporting period and the 2004/05-2006/07 planning period as examples)